TUFAIL AHMED GILAL

Bagh Madina Colony Mehar Tehsil Mehar D/S Dadu Sindh

12/24/2022

Mob # 03044075070-03123424226

Email: gilal2012@hotmail.com

Respected sir/ Ma'am,

With due respect, I wanted to tell you that I have come to know that you are hiring Computer operators (Job news source). Sir, I have done computer course and I have 3 years of experience in the relevant field (Worked as Computer Center Executive 03years at Dairy land (Pvt.) Ltd. Karachi.).

I shall be really thankful to you if you will consider my request and give me a chance to serve your Project.

Thanks.

Best Regards

Tufail Ahmed Gilal

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Tehsil MeharD/S Dadu Sindh Pakistan

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PROFESSIONAL OBJECTIVE:

To lead the Organization being strategic partner of top Management team of Organization to acquire excellent career with in an eminent firm where my Educational back ground ability can have impact on firm productivity, I am willing To get the job as and where required to prove my skills & to attain top management And to prove my skills in every field of life.

PERSONAL BIO- DATA

F/Name	:	Nazeer Ahmed Gilal
Marital Status	:	Married
Nationality	:	Pakistani.
Domicile	:	Dadu
C.N.I.C #	:	41205-5447026-9
Religion	:	Islam
Date of Birth	:	12/02/1989
Postal Address	:	Bagha Madina Colony Mehar D/S Dadu.
Language	:	English Urdu Sindhi.

ACADEMIC CAREER

C.T	:	Passing in Year 2009 A grade B.I.S.E Hyderabad.
B.S.C (Geography)	:	Passing in year 2008 second class Sindh University Jamshoro
H.S.C (PM)	:	Passing in year 2006 B Grade from B.I.S.E Larkana
S.S.C (Science)	:	Passing in year 2004 A Grade from B.I.S.E Larkana

PROFESSIONAL COURSE

- Diploma in Dispensary passing in Year 2008 2nd Class from civil Hospital Dadu
- Certificate Auto Mechanical in 2006 A-Grade from S.B.T.E Karachi.

COMPUTER SKILLS

- Software SAP (System application program)
- Window XP, Vista, Seven professional.
- Ms Office 2003,2007,2010
- Internet & Email Handing
- Inventory Management system soft ware
- Weigh bridge soft wear

PROFESSIONAL EXPERIENCE

Worked as Store accountant 02years at **Engro Food Limited, Dairy Farm Nara Sukkur**

Job Responsibilities:

- Maintain Stores Inventory on SAP module.
- Responsible for raising material purchase requisitions on the basis of MRP and Posting of goods received / issued transaction.
- Assist preparing and updating annual maintenance budget.
- Evaluation of cost comparisons for Technical and Financial approvals.
- Budgeting and material planning of Capital Item, Imported Spares and Annual Shutdown.
- Checks and receives material in the stores, tagging as per item code and placing at proper location.
- Issues material on authorized **Material Issue Voucher** (MIV).
- Sets maximum, minimum and re order level of stock items and monitors these levels for recording in consultation with manager.
- Arrange cash purchases, stationery and first aid items for factory.
- Prepares the Goods Receipt Note (GRN) and sends it across to Concern Acct./H.O.
- Prepare stores monthly consumption & purchase report.
- Ensures strict adherence to the safety, environment and health standards and procedures.
- Assist superiors in cost analysis and consolidation of statistics and follow up with vendors.
- Takes dip reading of diesel tanker and verify quantity.
- Stock replenishment and re-integration of materials not in stock.
- Coordinate with Acct./H.O.D in cost analysis and consolidation of statistics for reporting and follow up with vendors / suppliers.

Worked as Computer Center Executive 03years at **Dairyland (Pvt.) Ltd. Karachi.**

Job Responsibilities:

- Controlling & Maintaining Herd documents & Reports.
- Feed Consumption and costing.
- Herd Movement.
- Milk Production and analyses Report Preparation.
- Daily Calf Treatment and Feeding testimony.
- Finalizing & submitting all reports to H.O.D & H.O daily basis.

REFERENCE

Dr: Abid

Asst. Farm Manager at Dairyland (Pvt.) Ltd. Karachi Contact# 0311 124 4085

Email: Abid @dairylandltd.com

Syed Mohsin Ali Shah

Farm Executive at Dairyland (Pvt.) Ltd. Karachi Contact# 0345 242 6278

Email: mohsin@dairylandltd.com

Mohammad Imran

Admin Officer at Dairyland (Pvt.) Ltd. Karachi Contact# 0320 211 0058

Email: imran@dairylandltd.com